

**Request for Qualifications (RFQ)
to provide Employment Related Services for the Suffolk County Department of Labor**

Technical Questions Due: 4/9/12

**Responses must be submitted no later than 3:00 p.m. on 4/27/12
or postmarked no later than 4/27/12**

Number of copies of Responses to be submitted: One (1) original plus two (2) copies

**RFQ issued by the County of Suffolk
Suffolk County Department of Labor
P.O. Box 1319
Smithtown, NY 11787-0895**

**For additional information, contact:
Marc Bossert, Director – Education & Training**

**Direct Tel. (631) 853-6582
Main Tel. (631) 853-6600
Fax: (631) 853-6772
Email Address: marc.bossert@suffolkcountyny.gov**

All packages containing Responses must clearly state the RFQ No. (located on upper right hand corner of this page) on each outer mailing envelope or packing box.

The Original Response and also each required copy must be clearly marked with the RFQ No. on the outer binder or cover page. The Original Response must be labeled “Original” and must contain the original, ink-signed, County required Compliance Forms and transmittal letter, in addition to your Response.

All extra sets must be photocopies of the ENTIRE original Response submitted, including the transmittal letter and all required County Compliance forms.

Do NOT return this RFQ document or the sample “Model Agreement.” Keep them for your reference.

Late Proposals Will Be REJECTED

REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE
EMPLOYMENT RELATED SERVICES
FOR THE SUFFOLK COUNTY WORKFORCE INVESTMENT BOARD

AUTHORIZED SIGNATURE PAGE

Mail to:

SUFFOLK COUNTY DEPT. OF LABOR
P.O. BOX 1319
SMITHTOWN, NY 11787-0895

Attention: Mr. Marc Bossert

Hand deliver to:

SUFFOLK COUNTY DEPT. OF LABOR
725 VETERANS MEMORIAL HWY.
HAUPPAUGE, NY 11788

Attention: Mr. Marc Bossert

(Print firm name)

By _____
(Authorized Signature)

(Print authorized name and title)

(Date)

(Telephone Number)

For additional information call:
Mr. Marc Bossert
Director of Education & Training
(631) 853-6582
Email: marc.bossert@suffolkcountyny.gov

**ALL RESPONSES MUST BE SIGNED IN INK AND ACCOMPANIED
BY A SIGNED TRANSMITTAL LETTER**

Table of Contents

Section I Administrative Information

1. Purpose of RFQ
2. Coordination
3. Background Information
4. Evaluation Committee and Award of Contract
5. Questions and Comments
6. Due Date for Responses
7. Number of Copies of Response
8. RFQ Policies and Procedures
9. RFQ Posted on Department Website
10. Response Format
11. Contract Terms and Conditions
12. Use of County Resources to Interfere with Collective Bargaining Activities
Local Law No. 26-2003
13. Non-Responsible Bidder Certification
Local Law No. 25-90
14. Effective Period of Responses
15. NYS Freedom of Information Law (FOIL)

Section II Responder Profile

1. General Information
2. Responder's History
3. Qualifications and Experience of Personnel
4. Indebtedness to County, Liens, and Litigation
5. Other Contracts with the County

Section III Technical Response Requirements

1. Background Information and Overview
2. Services Covered by this RFQ
3. Qualifications

Section IV Fee Schedule

Section V Model Agreement

Suffolk County Required Compliance Forms in Accordance with County Laws

Section I
Administrative Information

1. Purpose of RFQ

The County of Suffolk ("County"), acting through its duly constituted Suffolk County Department of Labor ("Department") invites responses ("Responses") from qualified responders ("Responders") for Employment Related ("Services").

2. Coordination

The Department is responsible for coordinating the issuance of this RFQ. The name of the Department's primary contact for this RFQ is set forth on page one of this RFQ.

The Department will be responsible for coordinating with the Suffolk County Attorney's office and the Responder regarding the negotiation and execution of the contract.

The Department will be responsible for administration of the Responder's contract.

3. Background Information

- a. Suffolk County, with a population of 1.5 million, is Long Island's eastern-most County. The County covers an area of approximately 900 square miles, 20 miles at its widest part and approximately 86 miles in length.
- b. The County of Suffolk is a municipal corporation of the State of New York with an annual operating budget of approximately \$2.6 billion. The County employs approximately 12,000 employees, with main offices located in Hauppauge, Yaphank, Riverhead, and several smaller locations.

4. Evaluation Committee and Award of Contract

The RFQ Evaluation Committee will include representatives of the Department. The Suffolk County Department of Law acts as counsel to the Evaluation Committee, but does not vote in the selection process. The award of any contract will be made in the best interest of the County.

5. Questions and Comments

a. Administrative Questions

Administrative questions (e.g. procedural questions on how to respond to this RFQ) may be submitted by telephone or in writing (fax/email acceptable) to the contact person listed on page one of this RFQ.

b. Technical Questions

Technical questions (questions which are specific to the service requested in this RFQ) must be submitted in writing (fax/email acceptable) on or before the date set forth on page one of this RFQ, to the attention of the contact person listed on page one of this RFQ. Responses to such technical questions will be developed by the Department and issued in the form of an Addendum to this RFQ.

- c. No questions or comments should be directed to any County employee or any consultant to the County regarding this RFQ during the RFQ process, except as set forth in sub-paragraphs 5.a and 5.b above or as may be requested or permitted by the Department and/or the Suffolk County Department of Law. Failure to comply may result in disqualification.

6. Due Date for Responses

Responses must be submitted to the attention of the contact person listed on page one of this RFQ by the time and date set forth on page one of this RFQ.

In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFQ and applicable to all Responders, except that the Department, in its sole discretion, may thereafter solicit and accept responses from additional professionals as needed.

7. Number of Copies of Response

One (1) original and two (2) copies are required for each of the following:

- a. Responder Profile Requirement (Section II of RFQ); and
- b. Technical Response Requirements (Section III of the RFQ).

Do not submit Responses that are permanently bound.

8. RFQ Policies and Procedures

- a. It is the County's intent to select the Responder(s) that provides the best solution for the County's needs.
- b. The contract will be in the general format set forth in the Section entitled "Model Agreement," but will be subject to final contract negotiations.
- c. The County reserves the right to amend this RFQ. The County reserves the right to reject any or all of the Responses, or any part thereof, submitted in response to this RFQ, and reserves the right to waive formalities if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Responder. The County reserves the right to award negotiated contracts to one or more Responders.
- d. This RFQ is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any Response or to procure or contract for any services.
- e. The decision to award a contract shall be based on the ability of the Responder to provide quality and needed services and to comply with all applicable laws, rules, and regulations.
- f. The award of any contract will be made in the best interest of the County.
- g. Each Response will be examined to determine whether it is responsive to the requirements of this RFQ. All responsive proposals will be evaluated in accordance with the above criteria.

- h. While the County is under no obligation to contact Responders for clarifications, it reserves the right to do so. Depending on the number and quality of the Responses submitted, the County, at the sole discretion of the Evaluation Committee, may elect to interview all or some of the Responders during the selection process and to request presentations.

9. RFQ Posted On Department Website

Copies are available on-line at the Department's website: www.suffolkcountyny.gov/labor

10. Response Format

Responses must include the following:

a. Transmittal Letter (one original plus number of copies listed on page one)

A transmittal letter is a letter on the Responder's stationery. A corporate officer or an authorized agent of the Responder must sign the transmittal letter. The transmittal letter must state the name of the contact person who will be responsible for answering all questions of the RFQ Evaluation Committee. Include the telephone number, fax number, and email address for such contact person.

b. Responder Profile/Response to Questions set forth in the RFQ Section II, entitled "Responder Profile"

This section will be used in the department's evaluation of the Responder's general qualifications.

c. Responder's Proposed Technical Services/Response to items set forth in the RFQ Section III, entitled "Technical Response Requirements"

This section will be used in the Department's evaluation of the Responder's proposed technical services.

d. List (if applicable) of Subcontractors

Identify all subcontractors the Responder plans to use and the function for which such subcontractors will be responsible. Provide qualifications, including prior relevant experience, for all subcontractors anticipated to be used. Failure to include this information in the Qualification may be grounds for disqualification.

e. Conflict of Interest

Responders must disclose to the County the existence of any conflicts of interests, whether existing or potential. If none exist, state so. Responses shall disclose:

- i. Any material financial relationships that the Responder or any employee of the Responder has that may create a conflict of interest in acting as a Contractor for Suffolk County.

- ii. Any family relationship that the Responder or any employee of the Responder has with any County employee that may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.
- iii. Any other matter that the Responder believes may create a conflict of interest or the appearance of a conflict of interest acting as a Contractor for Suffolk County.

11. Contract Terms and Conditions

- a. Reference is made to the Model Agreement set forth in Section V. The Model Agreement is included to illustrate general terms and conditions, including indemnification and insurance, which will be included in the contract when executed.
- b. If the Responder has a concern or question as regards any of the terms and conditions included in the Model Agreement, the Responder should note such concerns or questions in their Response. The Response must identify any items relating to the Model Agreement that the Responder requests be negotiated.
- c. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law and/or deemed appropriate by the County Attorney's Office.
- d. Portions of the Response, as may be subsequently modified in negotiations with the County, may be included as exhibits in any contracts that the County may execute with the Responder.
- e. The County will execute a contract with principal contractors only. Any arrangements, including fee arrangements, partnerships, or collaborations between the principal contractor and subcontractors that provide services as part of the Response, must be fully disclosed in the Proposal.
- f. The Responder should not return the Model Agreement with the Response.

12. Use of County Resources to Interfere with Collective Bargaining Activities
Local Law No. 26-2003

Responders are advised that the efficient, timely, and nondisruptive provision of goods and services is a paramount financial interest of the County and, as such, the County requires the potential Contractor to protect the County's financial interest by adopting non-confrontational procedures for the orderly resolution of labor disputes, including but not limited to, neutrality agreements, majority authorization card agreements, binding arbitration agreements, fair communication agreements, nonintimidation agreements, and reasonable access agreements.

13. Non-Responsible Bidder Certification
Local Law 25-90

The Responder, upon submission of his/her or their Response, understands that he/she or they will be required to set forth whether or not he/she or they have been convicted of a criminal offense within the last ten (10) years. The term "conviction" shall mean a finding of guilty after a trial or a plea of guilty to an offense covered under the provision of Section 143-5 of the Suffolk County Code under "Nonresponsible Bidder." The Responder must read and be familiar with the provisions of Suffolk County Code Sections 143-4 through 143-9.

14. Effective Period of Responses

All proposals must state the period for which the proposal shall remain in effect (i.e., how much time the County has to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

15. NYS Freedom of Information Law (FOIL)

All submissions for the Counties' consideration will be held in confidence pending final execution of the contract(s). However, fully executed contracts are subject to the New York State Freedom of Information Law (FOIL), codified at Public Officers Law Article 6. Therefore, if a Responder believes that any information in its submission constitutes a trade secret or is otherwise information which, if disclosed, would cause substantial injury to the competitive position of the Responder's enterprise, and the Responder wishes such information to be withheld if requested pursuant to FOIL, the Responder shall submit with its Response a separate letter addressed to the primary contact referenced in this RFP, specifically identifying the page number(s), line(s) or other appropriate designation(s) of the Response containing such information, explaining in detail why such information is a trade secret or is other information, which if disclosed would cause substantial injury to the competitive position of the Responder's enterprise, and formally requesting that such information be kept confidential. Failure by a Responder to submit such a letter with its submission will constitute a waiver by the Respondent of any interest in seeking exemption of this information under Article 6 of the Public Officers' Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Responder may be subject to disclosure if it is requested and the County deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire Response be kept confidential may not be considered reasonable since a submission cannot reasonably consist of all data exempt from FOIL.

End of Text for Section I

Section II Responder Profile

1. General Information

- a. Full name and address.
- b. Year founded and history.
- c. Total number of employees.
- d. Location(s) from which all services will be performed.
- e. Describe the nature of your organization (e.g. municipal corporation, business corporation, not-for-profit corporation, proprietorship, etc.).

2. Responder's History

- a. Describe other projects involving similar services. Outline your experience and duration in the provision of such similar services, including the client population served and the length of time of providing such services.
- b. Responders must demonstrate that they have the necessary expertise to provide the required services. Each Responder should describe in detail the relevant expertise it has in providing the services required. The description should include but need not be limited to:
 - a brief description of the program or programs it provides;
 - the number of years it has provided the service;

3. Qualifications and Experience of Personnel

- a. Provide resumes of the project director and other key staff who will be assigned to this project. Describe the qualifications and background of your staff, insofar as they relate to this project (e.g., education, experience).
- b. Will temporary staff also be involved? If so, include details of their supervision and training.

4. Indebtedness to County, Liens and Litigation

Submit the following:

- a. a statement as to indebtedness, if any, to the County; and
- b. a listing of all outstanding liens, if any, against the Responder; and
- c. a summary of litigation, if any, against the Responder and outcome or its disposition of such litigation.

5. Other Contracts with the County

Provide a list of all contracts with the County of Suffolk within the last five years (regardless of type of service) and the time period for those services.

End of Text for Section II

Section III **Technical Response Requirements**

1. Background Information and Overview

a. Responder Eligibility

- i. Responders may be governmental units, public or private not-for-profit corporations, local educational agencies, private for profit corporations schools, or other entities determined to be eligible by the Suffolk County Department of Labor (SCDOL).
- ii. Responders must be able to demonstrate the necessary administrative and operational capabilities needed to conduct the program proposed. Priority in selection shall be given to qualified responders who have at least two years of current experience in providing basic readjustment and/or other employment related services.
- iii. Responders must provide evidence of financial viability according to Suffolk County standards. If provider is a non-governmental agency, it must submit a copy of its most recent financial/audit statement.
- iv. Responders, as applicable, must provide assurances and/or documentation that they:
 - have a valid certificate of occupancy
 - are in compliance with State and County fire regulations
 - are accessible to individuals with disabilities
 - have Workers' Compensation and Disability Insurance Certificate
 - have proof of adequate liability insurance (\$2,000,000)
- v. Responders must assure compliance with applicable requirements of the Workforce Investment Act and the regulations and policies promulgated thereunder, or other funding source regulations. These regulations are available for your review at the Suffolk County Department of Labor. The responders will be bound by the terms of the contract as negotiated and executed.

2. Services Covered by this RFQ

The SCDOL, as the operator of various job training and employment related programs, seeks to contract for the services described below. Responders must be capable of providing these services at a variety of locations, including SCDOL offices, and on a flexible schedule. Responders are not required to prepare a proposal for all services. Responders may choose to respond to any number and any combination of the three services described. The description of services in each of the three categories below are provided as a guideline for preparing your responses and in no way intended to limit the proposal submission to the topics listed. New, unique and innovative approaches are encouraged.

a. Testing Services

Testing services should include but not be limited to career assessment testing, aptitude testing, vocational/interest testing and personality testing. These tests may be done in a group or one-on-one basis. Describe how this will be done. In addition, if the test administrator is required to be licensed or certified, include copies of certification/license.

b. Workshops

Workshops will allow customers to sign up for topics pertinent to their career development and individual employment plans. Responders are asked to design services that can be provided to groups of three (3) or more individuals at a time. Workshops should be available on a flexible schedule based on customer demand.

Workshops can address topics as separate entities, or can combine/cluster related topics. Elements covered should include, but not be limited to:

- 1) Managing change and stress
- 2) Communicating on the homefront – family issues
- 3) Developing a positive attitude
- 4) Budgeting, finance and consumer related issues
- 5) Problems faced by the older worker
- 6) Getting organized – how to start my job search
- 7) Skills assessment – how are my skills transferable
- 8) Resume preparation
- 9) Cover letters
- 10) How to target companies and other job search strategies
- 11) How to use technology in Job Search
- 12) Dressing for success
- 13) Interviews and how to negotiate with a potential employer
- 14) Using temporary agencies
- 15) Networking – what it is and how to do it
- 16) Consultant work or starting a business – is it for me
- 17) Salary negotiation
- 18) Job retention
- 19) Advancing your career
- 20) Moving up with your employer
- 21) Soft skills

c. Additional Services

- i. Some of the elements described in “Workshops” may be appropriate to provide on a private, one-on-one basis with individual customers. Describe how this would be accomplished.
- ii. In addition to the services requested in this announcement, responders are encouraged to also describe other pertinent employment related services they can offer. The SCDOL reserves the right to subsequently select and fund such services as needed.

3. Qualifications

Qualifications shall include, at a minimum, but are not limited to, the following:

a. Expertise of Responder

- i. Nature of Organization, Licenses, Accreditations and Affiliations – Describe the nature of your organization (e.g., an educational institution providing educational or vocational training or a private for profit or non-profit organization with a primary goal of...). Provide copies of any licenses, certifications, accreditations by memberships in State or national organizations. List special awards or acknowledgements it has received.
- ii. Organizational Structure – Please provide an organizational chart of your firm or organization.
- iii. Qualifications of Personnel – Please provide a roster of the management personnel who will supervise the provision of services and their qualifications, case managers, job developers and/or all other staff who will provide the services and their qualifications, licenses or certifications. Please attach copies to the response.
- iv. Facilities – If applicable, describe the responder's facilities from which the services may be performed, assurances of meeting all applicable federal, state and local fire and safety regulations, accessibility of facilities to individuals with disabilities. Include documentation as applicable (e.g., floor plan).
- v. Experience in Providing Same or Similar Services – Outline your former experience and duration of same as a Suffolk County Department of Labor training and employment services contractor, other prior experience in the provision of services similar to those described in the RFQ, client population served and the duration of service. Describe program completion rates, program outcomes, and entered employment rates and job retention rates, as applicable.
- vi. Accessibility – Describe accessibility via public transportation to responder's training site(s).

b. Reliability

- i. Operational Systems – Describe how the responder will ensure performance through adequate management, supervision and control.
- ii. Record and Reporting Systems – Describe the responder's system for self-monitoring and for ensuring maintenance of complete and accurate records.
- iii. Operating Problems – Discuss any operating problems which you have experienced within the past five years, and their resolution.

- iv. References – Submit letters from three references who can attest to the responder's reliability of the quality of services provided. Also provide any complaints the responder may have received in the operation or provision of the service in the last three years and their disposition.

c. Financial Viability

- i. Financial Statements – For non-governmental agencies, submit current financial statements prepared and certified by an independent CPA, or if not available, an internal financial statement prepared within the last 12 months.
- ii. Accounting Systems – For all responders, describe your financial/accounting management systems.
- iii. Indebtedness to County, Liens and Litigation – Submit (a) a statement as to indebtedness, if any, to Suffolk County, (b) a listing of all outstanding liens, if any, against the responder, and (c) a summary of litigation, if any, against the responder.
- iv. NYS Employer Registration (ER) Number – Responder must be in compliance with NYS Unemployment Insurance requirements. Please provide seven-digit ER number.

4. Proposed Employment Related Services (submit an entire #4 for each employment related service)

- a. Name of employment related service
- b. Describe/list any Testing Services/Workshops or additional services you would like to provide to SCDOL
- c. Length of employment related service (hours)
- d. Cost per hour
- e. Describe any items included in cost (books, etc.)

End of Text for Section III

Section IV
Fee Schedule

1. The County's intent is to pay the Contractor as follows:

The SCDOL intends to pay for each service on an hourly basis. All proposals should be submitted with a per-hour fee schedule. The SCDOL will not consider price proposals which are submitted in any other format. Indicate if a minimum number of hours are necessary for any session.

2. The County reserves the right to change these payment structures, as may be appropriate. Prior to award of a contract, contractors will be notified of any changes. After contract execution, Contractors will have the option of terminating their contract if they choose to not accept proposed changes to payment terms.

End of Text for Section IV